CHARTER

Resource Management Subcommittee
of the
OSD Information Technology Executive Committee

Purpose

- This document defines and formalizes the composition, responsibilities, and operating procedures for the Resource Management Subcommittee (RMS) of the Office of the Secretary of Defense (OSD) Information Technology Executive Committee (ITEC).

Resource Management Subcommittee Composition

- The RMS is composed of senior representatives from the major OSD Component stakeholder organizations, as deemed appropriate by the ITEC. A table depicting the current membership of the subcommittee is attached to this document.

Resource Management Subcommittee Mission

- The mission of the RMS is to identify and review all information technology (IT) funding within the OSD Community, provide general oversight, coordination and integration of OSD IT resources, allocate and prioritize OSD IT funding, and provide the resulting recommendations to the ITEC for approval.

General

- The RMS operates under the direction of the ITEC and functions under the goals and policies, and priorities established by the ITEC.

Governing Principles

- All RMS recommendations to the ITEC must be supported by budget quality analyses.

- All OSD IT funding, including funding supporting mission/functional systems will be included in the analyses and the recommendations to the ITEC.

Chair

- The Under Secretary of Defense (Comptroller) ITEC representative is the Chairperson for the RMS.

Responsibilities

- The following <u>OSD Principal Staff Assistants</u> shall appoint voting or advisory members to serve on the RMS:
  - Under Secretary of Defense (Acquisition, Technology & Logistics) (Voting)
  - Under Secretary of Defense (Personnel & Readiness) (Voting)
  - Under Secretary of Defense (Policy) (Voting)
  - Under Secretary of Defense (Comptroller) (OUSD (C)) (Voting)
  - Assistant Secretary of Defense (Command, Control, Communications, & Intelligence) (Voting)
  - Director, Program Analysis & Evaluation (Voting)
  - General Counsel (Advisory)
  - OUSD (C) Budget Representative (Advisory)
  - Washington Headquarters Services (WHS)/Director, Information Operations & Reports (Advisory)
  - WHS/Director, Budget and Finance (Advisory)

- The <u>RMS</u> shall:
  - Identify all sources of IT funding for all OSD organizations;
  - Review all funding requests in conjunction with how they support the current and long-range OSD IT architectures;
  - Review, analyze, and prioritize all funding requests for the OSD IT Budget;
  - Review, analyze and prioritize all proposed OSD IT funding reductions.
  - Provide recommendations and priorities to the ITEC for approval on all proposed budget and resource allocations for OSD IT support and services within OSD.

- The <u>RMS Chair</u> shall:
  - Set RMS meeting agendas in coordination with RMS members;
  - Call and preside over RMS meetings;
  - Publish RMS meeting minutes; and
  - Forward for adjudication by the ITEC, issues and policy questions that cannot be resolved by the RMS.

Operating Procedures

- The ITEC meets as needed to address issues affecting the allocation of OSD IT resources. The Chair may call additional meetings as required. RMS members may request the Chair to call ad hoc meetings to deal with special or urgent issues.

- Decisions are made by majority vote of the voting members.

- The proceedings of RMS meetings will be documented in formal minutes. The minutes will be published as soon as practicable, but no later than seven business days following the RMS meeting.

- OSD organizations that are not members of the RMS may attend sessions as observers and may participate as non-voting members, at the discretion of the Chair.

Margaret Myers
ITEC Chair

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Robert S. Drake
Executive Secretary

Resource Management Subcommittee
of the
OSD Information Technology Executive Committee
Membership

<u>**Voting Members:**</u>
- Under Secretary of Defense (Acquisition, Technology & Logistics)

  Under Secretary of Defense (Personnel & Readiness)

- Under Secretary of Defense (Policy)

- Under Secretary of Defense (Comptroller)

- Assistant Secretary of Defense (Command, Control, Communications, & Intelligence)

- Director, Program Analysis & Evaluation

<u>**Advisory Members:**</u>
- General Counsel

- OUSD (C) Budget Representative

- Washington Headquarters Services (WHS)/Director, Information Operations & Reports

- WHS/Director, Budget & Finance